
Subject: Proof of Income

Effective Date: October 1, 2004

Revised from:

Policy: Clients must present proof of income when income eligibility is determined at certification.

Procedure:

1. Obtain proof of income

a. Proof of income includes:

- Medicaid card
- Food Stamp “Notice of Eligibility”
- TANF printout with case number
- National School Lunch participation verification
- Current pay stub noting the pay period the income was earned
- Signed statement from employer indicating gross earnings for a specified pay period
- W-2 form or income tax return for the most recent calendar year (self employed or farmer only)
- Unemployment letter/notice from the Kansas Department of Labor Office approving or denying unemployment compensation
- Termination/Layoff notice from previous employer
- Pay stub/letter from Social Security stating amount of earnings
- Most recent month Leave and Earnings Statement (LES) for military personnel
- Statement from SRS to foster parents showing amount of child support
- Income documentation submitted by a foreign student to the Immigration and Naturalization Service used to obtain the Student Visa. May also accept information provided by the Financial Aid Office from the college or university
- Statement of Disability Income
- Health Wave Card

Subject: Proof of Income

- b. Document income proof in appropriate location in the KWIC system
-
- 2. If proof of income is not provided at the certification appointment assess what they state as income, if eligible, issue 1 month of checks and give letter to return with required proof.